



Job Announcement

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RE-POST - EXTENDED CLOSING DATE

Opening Date:	September 24, 2007	Closing Date:	October 12, 2007
Job Title:	Fiscal Clerk	Position Type:	Regular Part Time (20 hours per week)
PIN:	059062A	FLSA Status:	Non-Exempt
Location:	Circuit Court for Anne Arundel County Annapolis, Maryland	Grade/Entry Salary:	J06 \$14,070 - \$16,671 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Performs all aspects of procurement including soliciting bids for services/products and evaluating and recommending vendors. Maintains fixed assets inventory. Independently performs all aspects of the fiscal department on a regular basis and assumes full responsibility for the fiscal unit in the absence of the primary fiscal associate. Performs accounts payable and receivable. Develops detailed analysis of monies paid and funds distributed. Develops and maintains accounting records, to include account reconciliation and development of financial reports. Prepares financial spreadsheets and utilizes advanced functions of a financial database, such as calculations, report generation and financial analysis. Reconciles daily financial settlements from the departments. Reviews and reconciles budget reports from the Administrative Office of the Courts with Clerk's office financial records. Prepares for and participates in audits. Reviews audit and implements recommendations. Provides support to other departments within the Clerk's office as needed.

Education: High School Diploma or GED.

Experience: One year of related experience.

Preferred: Previous accounting or bookkeeping experience.

Skills/Abilities: Proficient use of Microsoft Word and Excel with the ability to create multiple sheet workbooks including use of complex formulas that incorporate data from multiple sheets within the same workbook. Ability to perform duties with a high degree of independent responsibility. Ability to identify, analyze and solve or recommend solutions to issues. Ability to serve as the primary fiscal supervisor. Ability to communicate using proper intonation in effective, patient, tactful manner with customers and co-workers. Ability to communicate effectively using proper grammar, punctuation and spelling. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Knowledge and ability to apply job related terminology. Ability to operate a personal computer. Ability to "10-key" by touch on adding machine. Ability to compute rate and percentage. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Robert P. Duckworth, Clerk
Circuit Court for Anne Arundel County
P.O. Box 71
Annapolis, MD 21404
ATTN: Human Resources
FAX: 410-222-1395
Email: ClerksOfficeJobs@aacounty.org

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.